

**CONFIDENTIAL**

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REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-012</i>
<b>PREPARE IN DUPLICATE</b>						
1. TITLE OF REPORT (If a fill-in report include Form No.) <b>Office of Communications RD&amp;E Combined Program Call Response</b>					2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"> <div>STATISTICAL</div> <div><input checked="" type="checkbox"/> NARRATIVE</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>MACHINE-NAME LISTING</div> </div>	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL		
		LOGISTICS	SECURITY	OTHER (specify)		
		MEDICAL	FINANCE	<input checked="" type="checkbox"/> <b>COMMUNICATIONS</b>		
4. NO. OF COPIES PREPARED  <b>two</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.)  <b>annually</b>		6. DISTRIBUTION (No. of components not number of copies)  <b>three</b>		
7. FORMAT (memorandum, form computer print-out, etc)  <b>memorandum</b>		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"> <div>YES</div> <div>IF YES GIVE ADP PROCESSING NO.</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> NO</div> <div></div> </div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT  <b>OPPB</b>		
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>OC-R&amp;D</b>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>four - RD&amp;E Program Call Response (from 4 OC components)</b>			
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
15/3	\$11.74	320	\$3756.80	1		\$3756.80
14/2	\$ 9.76	400	\$3904.00	1		\$3904.00
6/10	\$ 4.56	80	\$ 364.80	1		\$ 364.80
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; transform: rotate(-15deg); font-size: 2em;">600</div> <div style="border: 1px solid black; padding: 10px; transform: rotate(15deg); font-size: 2em;">✓</div> </div>						
<b>TOTAL COSTS PER YEAR</b>						<b>\$8025.60</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						